

## INSTRUCTIONS FOR ELECTRONICALLY SUBMITTING VERIFICATION LISTS

As you know, Title 299, Chapter 7, Section 007.06 of the Rules and Regulations of the Nebraska Real Estate License Act requires that within 10 days of the completion of a continuing education activity an alphabetical listing of all who complete the program is to be submitted to the Commission. The Commission has gained the ability to automate the process of updating licensees' data files with this information. Therefore, the Commission will now require that these verification lists be in the following very specific format. **Because your lists will be relied upon for updating licensee files, accuracy and promptness are absolutely necessary! Licensees' license status will be dependent upon you—the sooner you send verification the better. UNDER NO CIRCUMSTANCES SHOULD VERIFICATION LAG BEYOND 10 DAYS FROM PROGRAM DATE!**

Along with these instructions, you have also received an excel file which is specific to each Provider. Each field is set to certain criteria required by our database. **Do not change the field sizes or the provider name.** This file should be preserved as a template, be sure to save your completed form under another name in order to preserve the template. **An activity is recognized by a content # and the date it was offered. A separate spreadsheet must be emailed for each activity (defined by subject # and date). Please do not combine course lists in one file.**

### **REQUIRED VERIFICATION LIST FORMAT:**

**Students must be listed in alphabetical order by last name.** When using the template, type over the information in the second row—this was provided as an example only.

#### **Column Explanations:**

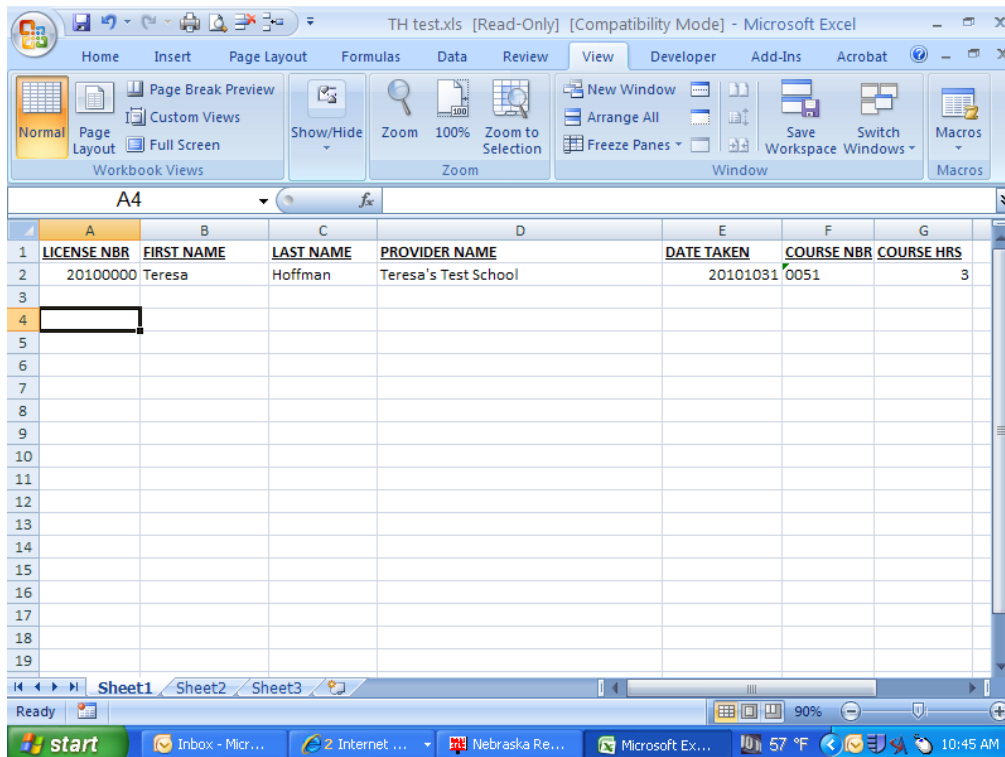
Each column must be completed as indicated or data will not import. **Accuracy is absolutely necessary!**

Use the tab or arrow keys to move between fields

- A – License Number – provided by licensee
- B – Licensee's First Name – (not case sensitive)
- C – Licensee's Last Name – (not case sensitive)
- D – Provider Name (must be what is listed according to Commission database – The template contains your recognized name -- DO NOT CHANGE)
- E – Date Taken – please provide the date this course was provided to the licensees. The date must be entered as shown. **Year-Month-Day : 20101031**
- F – Course Nbr – this is the course number. Enter the four digit course number. If the course number is followed by an R or T, you need to enter it as such. (It does not matter if the r or t is capitalized).
- G - Course Hrs – This is the approved number of clock hours

Please Note:

- Do not add extra spaces or extra lines.
- Use the CORRECT License I.D. Number (recommend verifying against the pocket card or license receipt).
- Use the Correct spelling of name as licensed
  - No nicknames
  - No middle names or initials
  - Jr, Sr, Esq, etc. to follow last name.
- Accurate course number and hours.
- ACCURACY, ACCURACY, ACCURACY!!!



Once you have completed the fields, save the file under a new name and submit it to the Commission via email to EMAIL ADDRESS: [Teresa.Hoffman@nebraska.gov](mailto:Teresa.Hoffman@nebraska.gov)

**\*\*Please note: This new required format does NOT replace the necessity of issuing course completion certificates for those successfully completing your programs and does NOT (at this time) replace the licensees' responsibility for submitting certificates to the Commission.**

Should you have questions, please contact Teresa Hoffman, Tawny Snider or Monica Rut.